
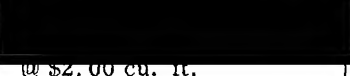



COST COMPARISON I (In Dollars)

Item	Store in Hard Copy at Records Center	6 yrs. Minimum	10 yrs. Minimum	Store in Roll Microfilm at Headquarters	6 yrs. Minimum	10 yrs. Minimum
<u>Storage</u>						
Equipment	New shelving (6-yr. capacity) and security installation.	600,000	600,000	Safes @ \$9.00/cu. ft./yr. 1/100 reduction for microfilm.	11,340	24,300
Building	Housing of records @ .32/cu. ft./yr.	40,320	86,040	Hqs. housing @ \$5.00/cu. ft. 1/100 reduction for microfilm.	6,300	13,500
Relocation	Shifting and reorganizing boxes for new shelves 4 GS-3's for 1 year	20,800	20,800	NONE	---	---
<u>File Preparation</u>	For Retirement - Purging, boxing, shipping. Equiv. of 2 GS-3's for 6 years.	62,400	62,400	For Filming - Purging, indexing, removing from folders. 2 to 10 GS-3's for 6 years.	62,400 or 312,000	62,400 or 312,000
<u>File Maintenance</u>						
Req. inactive file	Fill out form, transmit to 	-----	-----	Equal, but unknown - one cancels other	-----	-----
Servicing of file.	 @ \$2.00 cu. ft.	252,000	540,000	Remove file from Hqs. office safe. Display on reader - Return to safe.	-----	-----
<u>Filming</u>	NONE	---	---	Decentralized operation. 6-12 microphotographers @ \$7,384 for 6 years.	265,824 or 531,648	265,824 or 531,648
<u>Processing</u>	NONE	---	---	One man at \$7,696 for 6 yrs.	44,152	44,152
<u>Supplies</u>	Boxes, 36,000 @ .12	4,320	4,320	Film, reels, cans, @ \$3.00	108,000	108,000
Subtotal		979,840	1,313,560		498,016 or 1,013,440	518,176 or 1,033,600
Diazo Dup.	NONE	---	---	Full cost including storage  \$300/roll.	108,860	108,860
TOTAL		979,840	1,313,560		606,876 or 1,122,300	627,036 or 1,142,460

STATINTL

COST COMPARISON II (In Dollars)

Item	Total Cost		Total Difference Hard Copy vs. Microfilm		Annual Difference Hard Copy vs. Microfilm		Cost per Cubic Foot per Year		Average Total Cost per Year	
	6-year Minimum	10-year Minimum	6-year Minimum	10-year Minimum	6-year Minimum	10-year Minimum	*6-year Minimum	**10-year Minimum	6-year Minimum	
Hard Copy Stored at Records Center	979,840	1,313,560					7.70	4.80	163,306	
Microfilm Stored at Headquarters										
Employing minimum additional manpower	498,016	518,176	+ 481,464	+ 795,384	+ 80,244	+ 79,538	3.95	1.91	83,002	
Employing maximum additional manpower	1,013,440	1,033,600	- 33,600	+ 279,960	- 5,600	+ 27,996	8.04	3.83	168,906	
Employing minimum additional manpower and adding Diazo duplicate	606,876	627,036	+ 372,604	+ 686,524	+ 62,100	+ 68,652	4.81	2.32	101,146	
Employing maximum additional manpower and adding Diazo duplicate	1,121,839	1,142,460	- 142,359	+ 171,100	- 23,726	+ 17,110	9.03	4.23	186,973	

* Annual increase of 6,000 cubic feet each year for 6 years = 126,000 cubic foot years.

** Annual increase of 6,000 cubic feet each year for 6 years plus 4 additional years
storage = 270,000 cubic foot years.

NOTE: A plus (+) indicates a savings for the microfilm plan.
A minus (-) indicates a savings for the hard copy plan.